



Office of Ethics and Integrity  
Ethics Resource Library  
**RESERVATION REQUEST**

I would like to check out the following item from the Office of Ethics and Integrity's Ethics Resource Library:

Resource Number	Resource Name

My Name	Telephone Number	Department

My Supervisor's Name	Telephone Number

- ☐ I will bring a completed Reservation Request form and display my City ID card when I arrive in person to check out this item.
- ☐ For VHS or DVD items, I will leave a \$25 deposit (cash or personal check, to be returned to me upon return of the loaned item).
- ☐ I promise to safeguard this City of San Diego property as if it were my own, to return it in the same condition it was received, to make no unauthorized copies or duplications of this item, and to return it (in person, not by mail) on or before the date it is due.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*To arrange for pick-up/return of a loaned item,  
please telephone OEI at (619) 236-7182.*

Due Date (To be completed by OEI)

